

## **Dry Cleaning Remediation Program**

### **Project Reimbursement Guide**

#### **Contracts to be provided to DECD-** Requisite for release of funding.

- Consultant Contracts for professional services to include scope of work, schedule, fee schedule and consultant billing rates for all services.
- All Subcontractor Contracts with the same information provided for primary consultant
- All Contractors – Scope of services, Bid prices and schedule.
- Contract modifications or changes to scopes of services should be provided to DECD when executed.

#### **Payment Request Information**

- Brief description of work completed for requested payment and next steps for project – 1 page maximum
- Request for Payment form – Column 3 to match latest approved budget
- Request for Payment form signed by Applicant and LEP.
- Summary of requested costs for reimbursement – 1 page
- Detailed back-up information for all reimbursable expenses. This should include documentation of consultant and sub consultant man-hours with dates of service.
- Detailed invoices for all contracted services to match the respective contract.
- All information should be assembled for efficient cross referencing of services and respective charges.
- If charges for non-PCE testing or remediation are included with overall charges, these should be separated and be clearly discernable.
- Mileage being charged should be clearly documented, usually on a spreadsheet
- Price list of in house equipment used.
- No greater than 15% markup on subcontracted services
- All requests for payment to be consistent with approved project budget line items.

**Note :** All contracting information between the Applicant and DECD is confirmed as part of each payment request. This includes confirmation that the Assistance Agreement and Project Financing Plan and Budget are current. In addition, the adequacy of funds for the overall budget and each budget funding component are confirmed. Each Budget has an end date that has been approved by DECD.

All Semi-Annual Reports due to DECD must be in place and complete to allow for release of program funds.